

CONFIDENTIAL
Security Information

12 September 1952

COORDINATION OF CAREER SERVICE BOARD ACTIVITIES

1. Within the limitations of operational security a free flow of information among all Career Service Boards is essential. The experience gained in the day-by-day operations of the Office Career Service Boards will be invaluable to the CIA Career Service Board and information concerning activities of the CIA Career Service Board will serve to guide Office Board activities.

2. The following procedures are recommended to insure adequate exchange of information:

a. The Executive Secretary, CIA Career Service Board, will distribute copies of the agenda and minutes of each CIA Career Service Board meeting to all Office Career Service Boards.

b. Office Career Service Boards will submit reports of their meetings to the Executive Secretary, CIA Career Service Board. Within the limitations of operational security, these reports will include tabulations of the name, grade, permanent assignment and temporary assignment of each individual in inter-Office rotation status or in formal extra-CIA training status.

c. Office Career Service Boards should submit any additional comments and recommendations requiring formal considerations by the CIA Career Service Board to its Executive Secretary. Such requests for formal action should be made as far in advance of the regularly scheduled meeting of the CIA Board as possible.

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